

Chief, Supply Division

25 April 1955

Chief, Records Management Division/MS

Microfilm Readers, Stocking of

1. Almost a year ago this office was assigned the responsibility for the technical review of requisitions for microfilming equipment. One of the purposes of this review is to ensure proper selection of equipment from the stand-points of operating efficiency and economy.

2. The review has enabled us, on several occasions, to substitute less expensive and more appropriate equipment for the equipment originally requisitioned. For example, we recommended that Recordak Model MPE Microfilm Readers be substituted for Diebold Model 9202 Readers on 4 separate requisitions. The requesters agreed to the change because the Recordak reader met all of their requirements and its cost is only \$339.50 compared to \$875.00 for the Diebold reader.

3. The greatest obstacle to overcome in recommending this change lies in our inability to promise early delivery of the Recordak reader because it is not carried in stock. It has been our experience, too, that most requesters raise an objection to having their allotment account charged with an outside purchase. Since the Diebold reader is a stock item they are under the impression that no charge is made for it.

4. These obstacles could be eliminated by stocking the Recordak reader also. Therefore, it is requested that the Recordak Model MPE Microfilm Reader be made a stock item. Based on our experience during the past year, we estimate that the quantity to be carried in stock should not exceed four.

25X1A9a